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11 October 1951

MEMORANDUM FOR:

FROM: Advisor for Management

1. a. In compliance with your request this office has examined the positions on the attached list and recommend their retention based on functional responsibilities and present or foreseeable workloads.

b. Of the  positions, six are presently occupied, the balance of  have positive recruitment actions against these slots in various stages of personnel procurement and security processes.

c. Corresponding table of organization (T/O) position numbers have been added for your convenience in location, together with specific organization internal breakdown. Positions marked \* are charged against the Administrative Pool allotment  positions to the Procurement Office over and above authorized T/O strength.

2. Services

a. These positions have been in existence some time pending qualified recruitment. The T/O titles and organizational locations are fairly descriptive of the functions involved and examination has disclosed that they are essential for the fulfillments of the mission of the Services Office.

3. Procurement Office

Position No.

a. Liaison contact with manufacturing concerns to ascertain: staffing, capabilities, future potential.

b. Actual inspection of concerns fulfilling contracts and examination of products involved.

c. Location in Chief's office necessary in the event of contractual failures the Agency actions can come from Chief, Procurement Office to Chief, Procurement and Contract Division.

Position No.

a. Time studies of all phases of procurement including:

- (1) Manufacturing lead time
- (2) Movement time
- (3) Shipment time
- (4) Type of shipment and expense to the Government (weight, cube, quantity)
- (5) Time of procurement lead from request to final delivery of item.

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JOB NO. BOX NO. FID NO. DOC. NO. 23 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 50 RET. JUST 22  
NEXT REV DATE 14/1/52 REVIEWED TYPE DOC 22  
NO. PGS 4 CREATION DATE 10/1/52 COMP 30 OFF 32 ORG CLASS  
REV CLASS C REV COORD. AUTH: HR 70-3

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b. Analysis of procurement conditions (market analysis), together with compilations of existing and potential conditions.

c. Stocking analysis based on capabilities of commercial manufacturers.

d. Correlate and supervise efforts of Positions

25X1

Positions No.

a. Each position encompasses a geographical area:

- (1) Europe
- (2) Asia including Middle and Far East
- (3) Latin American and Pacific Islands

b. These major areas of supply (communications, transportation and industry) are represented for  Government information, together with information available within the Agency, on procurement activities in overseas areas.

25X1

c. Coordinate with OPC and OSO area representatives on particular problems concerning local availability of materials and supplies to provide self-support if possible.

Position No.

a. Chief, Coordinating Branch (Area Coordination and Priority - Allocation)

Position No.

25X1

Position No.

a. Maintains ledgers on materials on strict allocation:

- (1) Materials translated into tons or pounds by basic ingredients.

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Advisor for Management

25X1

Attachment

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